

## ROUTING AND TRANSMITTAL SLIP

2 1981

<b>TO:</b> (Name, office symbol, room number, building, Agency/Post)		<b>Initials</b>	<b>Date</b>
1. EO/DDA		<i>myc</i>	18 FEB 1981
2.			
3. A/DDA		<i>X</i>	2-3-81
4.			
5. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

5 - make copies of atts

*1-3-We did not request  
exemptions based on  
data submitted by  
CF and CTE. Maria*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

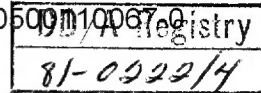
<b>FROM:</b> (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ U. S. GPO: 1978-0-261-647-3354

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT

~~SECRET~~

3 FEB 1981

DD/A REGISTRY

FILE: *Personnel*

MEMORANDUM FOR: Deputy Director of Personnel Policy,  
Planning and Management

FROM: William N. Hart  
Acting Deputy Director for Administration

SUBJECT: Exemptions from the Hiring Freeze

1. At the end of fiscal year 1979, the Directorate of Administration was 27 under its authorized ceiling. The growing number of retirements and reassignments, when combined with the "1 for 2" hiring freeze, produced a 92-underceiling situation by the end of fiscal 1980. Although the number of hirings has increased in recent months, retirements have increased as well. At the beginning of the present month we were 101 under our fiscal 1980 ceiling. The 29-position increase in our fiscal 1981 ceiling will place us in an even more negative situation.

2. All of the Offices in this Directorate will suffer, to a greater or lesser extent, from the present freeze. I am limiting my requests for exemption, however, to those that can least afford and will suffer most dramatically from an extended freeze. The attachments are self-explanatory.

3. In light of our present situation and the probable impact of the hiring freeze on our ability to perform our mission, I request exemptions from the freeze for the following Offices listed in order of priority: Communications, Logistics, Security, and Data Processing.

/s/ William N. Hart

William N. Hart

## Attachments

DDA/CMO/ [redacted] (2Feb81)

## Distribution:

- 0- Adse w/atts
- 1 - DDA Subj w/atts
- 1 - DDA Chrono w/o atts
- 1 - WNH Chrono w/o atts
- 1 - DDA/CMO w/atts
- 1 - EO Chrono w/o atts

ALL PORTIONS SECRET

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